



SATERN

System for Administration, Training, and Educational Resources for NASA

External Training Requests for Users and Supervisors November 2009



How is External Training Changing?

- A New Form

- NASA will now be using the same standardized format as many other government agencies
 - Standard Form 182 (SF-182) is the widely used Office of Personnel Management (OPM) form
 - Allows for consistency in providing training information to OPM
 - The information needed to request external training will remain the same, but will be in a different place on the form
 - External training created or submitted using the NF-1735 form that is already approved, or in process, will be automatically moved to the new SF-182 format

How is External Training Changing?

- Learning Plan
 - SF-182 training requests will no longer appear on the learning plan
- Verification process
 - A new external training verification process is included in the upgrade
 - Users will receive notifications as to when they should go to SATERN and complete the training verification

How is External Training Changing?

- Comment Field

- Titled “*User Comments/Training Office Comments/Billing Instructions*”
- Replaces three separate comments fields from the NF-1735
- Used by both SATERN Users and Training Office
- User comments should include course description and payment method

How is External Training Changing?

- No Post-dated Function
 - Users will no longer be able to submit an external training request with a start date in the past
 - Users should contact the training office to submit a post-dated SF-182

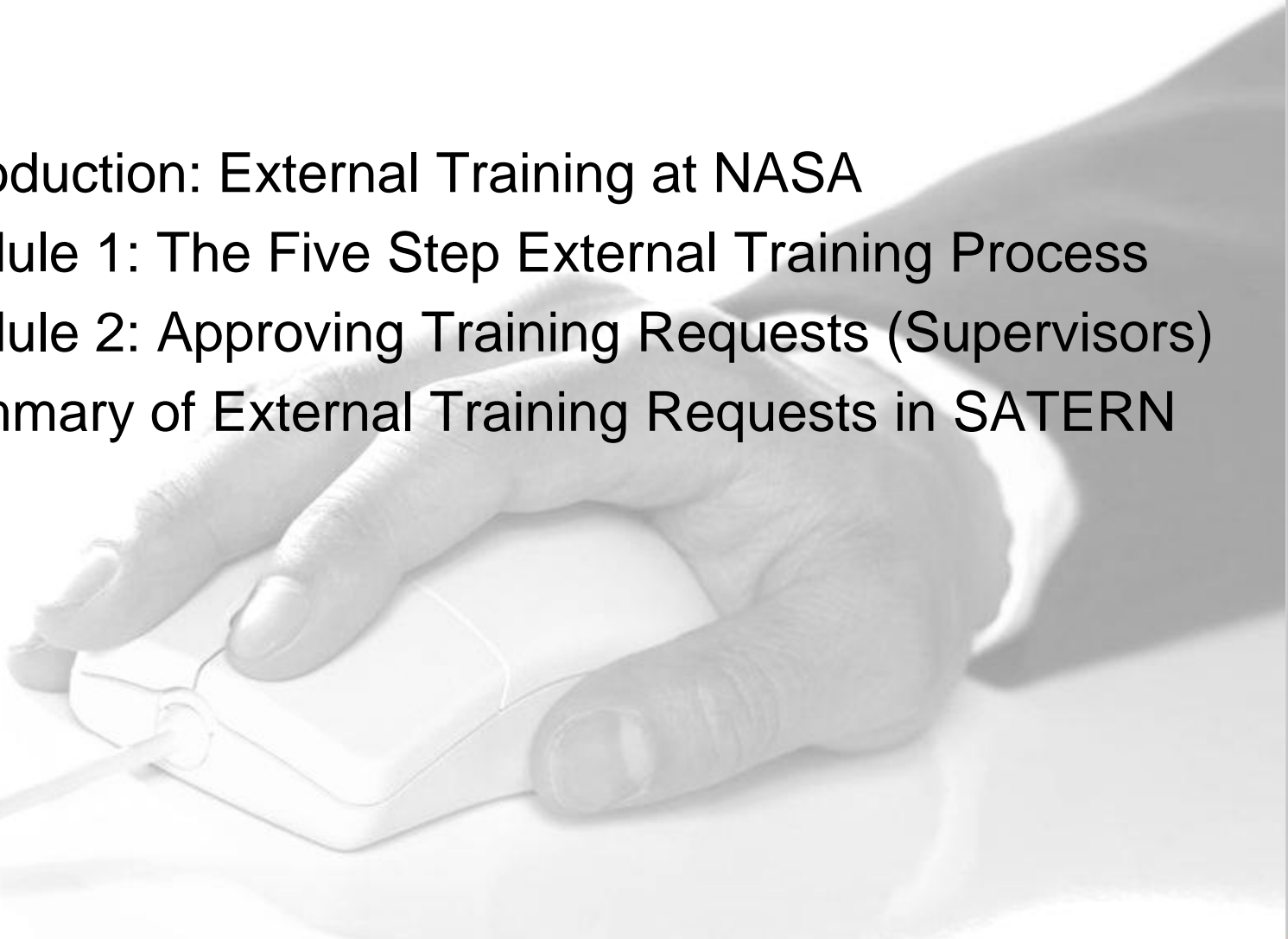


Session Objectives

- At the end of the session, participants will be able to:
 - Understand how the SF-182 in SATERN is used to request external training
 - Describe the five steps of the SATERN External Training Process
 - Approve training (Supervisors)

Course Agenda

- Introduction: External Training at NASA
- Module 1: The Five Step External Training Process
- Module 2: Approving Training Requests (Supervisors)
- Summary of External Training Requests in SATERN



External Training at NASA

- External Training is off-site training that includes conferences, seminars, academic classes, etc.
- External Training Requests (ETR) must be made using the Standard Form 182 (SF-182) - *Request, Authorization, Agreement and Certification of Training*
- The SF-182 is an electronic form that is submitted and tracked in SATERN, NASA's Learning Management System

The SF-182 in SATERN is the official form that all NASA Civil Servants must complete to attend any External Training Events

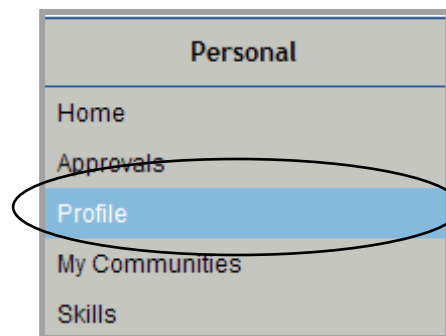
Update your Supervisor

- Your Supervisor is automatically updated in your Profile. In some cases, the Supervisor in SATERN is not the person that must approve your training
- Before you start the process of requesting External Training, be sure that your Supervisor is correct
- Contact the Center training office after you update your supervisor to ensure the “by-pass flag” is set in your Profile

Update your Supervisor, if necessary

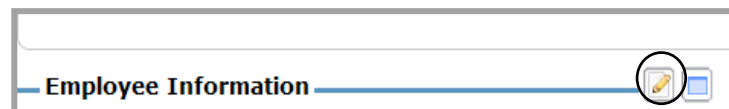
To change your Supervisor:

- Select **Personal** from the submenu
- Scroll to the **Profile** tab
- Find **Employee Information**



If your Supervisor is not correct:

- Select the edit icon to bring up the Supervisor search screen
- Search for and select your correct Supervisor. Click **Save**

A screenshot of the 'Edit Employee Information' dialog box. The dialog box has a title bar with the text 'Edit Employee Information' and a close button. Below the title bar, there is a section labeled '* Required Field(s)'. This section contains five input fields: 'Supervisor', 'Organization', 'Coach/Mentor', 'Date of Birth', and 'Supervisor By-pass Flag'. Each field has a small icon to its left: a magnifying glass for 'Supervisor', 'Organization', and 'Coach/Mentor'; a calendar icon for 'Date of Birth'; and a dropdown arrow for 'Supervisor By-pass Flag'. The 'Supervisor By-pass Flag' field is currently set to 'N (No)'. At the bottom right of the dialog box, there are two buttons: 'Save' and 'Cancel'.

Five Steps of the External Training Process



**Identify a training
Need and sign
on to SATERN**

**Complete the
verification to
update your
learning history**

5. Attend
Training

**Monitor the
approvals
for your
request**

4. Check
your
Status

1. Access
the Form

External
Training
Requests

3. Verify your
Approver

2. Complete
the
Form



<https://satern/nasa.gov>

**Fill out the
online
SF-182**

A. PERSONAL INFORMATION		B. TRAINING INFORMATION	
1. NAME (Last, First, Middle Initial)	2. SOCIAL SECURITY NUMBER	3. TITLE / GRADE	4. ORGANIZATION
5. ADDRESS (Street, City, State, Zip)	6. PHONE NUMBER	7. FAX NUMBER	8. E-MAIL ADDRESS
9. EDUCATION (Degree, Institution, Year)		10. TRAINING REQUEST (Type, Dates, Location)	
11. APPROVALS (Supervisor, Approver)		12. COMMENTS	

**Check to make sure
your supervisor is
correct**

1. Access the SF-182 in SATERN

- Launch your internet browser and go to <https://saturn.nasa.gov>.
- After login, select **Learning** from the main menu on the home page
- Select **External Training Requests** from the submenu
- Click **New External Request**

The screenshot shows the SATERN web application interface. At the top is a header with the NASA logo and the text "System for Administration, Training, and Educational Resources for NASA". Below this is a navigation bar with five tabs: "Personal", "Learning" (which is highlighted), "Career", "Catalog", and "Reports". Under the "Learning" tab, there is a section titled "Request, Authorization, Agreement & Certification of Training". Below this title, there is a paragraph of text: "Below is a list of all of your SF-182 Requests. Click the Request ID for more information about the request. Click Copy Request or Withdraw Request button and click Go to Copy or Withdraw from an SF-182 Request. Click the New Request button to initiate a new request." Below the text is a blue bar with the text "External Training Requests" on the left and "Viewing Options: All requests" on the right. Below the blue bar, there is a message: "There are no External Learning Request specified for this status". In the bottom right corner, there is a button labeled "New External Request" which is circled in red.

NASA

System for Administration, Training, and Educational Resources for NASA

Personal Learning Career Catalog Reports

Request, Authorization, Agreement & Certification of Training

Below is a list of all of your SF-182 Requests. Click the Request ID for more information about the request. Click Copy Request or Withdraw Request button and click Go to Copy or Withdraw from an SF-182 Request. Click the New Request button to initiate a new request.

External Training Requests Viewing Options: All requests

There are no External Learning Request specified for this status

New External Request

2. Complete the Form Online

Enter the relevant data in each field. Some fields will be pre-populated and most fields are mandatory.

- For detailed information on each block of the SF-182, see the [External Training Quick Reference Guide](https://saterninfo.nasa.gov) (<https://saterninfo.nasa.gov>).
- Click **Submit** at the bottom of the form

REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING				
B. Record Action				
<input type="button" value="Add"/>				
A.1. Applicant's Name				First Five Letters of Last Name
Last Name	First Name	Middle Initial	SHUKL	
SHUKLIN	SOPHIA			
A.4. Home Address			* A.5. Work Phone	* A.6. Position Level
Street Address			(301) 286-8217	<input type="radio"/> a. Non-supervisory <input type="radio"/> b. Manage
City	State / Province	Postal Code		<input type="radio"/> c. Supervisory <input type="radio"/> d. Executiv
A.7. Organization Mailing Address			* A.8. Work Fax	* A.9. Work Email Address
* Organization				sophia.shuklin-1@nasa.gov
* Add1				
* City	* State / Province	* Postal Code		

3. Verify your Approver

- Click **Show All** for the Initial Approval step to verify your Supervisor.
- If your Supervisor is correct, click **Submit**

Approval Submission

[Submit for Approval](#)
[Back](#)

The item/request selected requires approval using the steps listed below.

Any step that do not have a user listed must have a name filled in before the request can be submitted.

Approval Step	Approvers
Initial Approval	Supervisor Level 1 (Show All)
Training Coordinator	Select User for Approval
Training Office	TRAINING OFFICE (Show All)
NSSC Procurement	NSSC PROC (Show All)

Submit

Print your External Training Request

After you submit the SF-182, you can print the form for your records.

- Click on the **Request ID** on the **External Training Requests** page

External Training Requests	
Request ID	Title
42536	Win Friends and Influence People

- Click on **Printable Version** and then print the form with your browser's **Print** button

Request Status: Submitted

External Learning Request Details

▼ View Actual Request

 [Printable Version](#)

AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING

A. Agency Code, agency sub element and submitting office number

4. Check the Status of your Request

*You will receive e-mail notifications at each step in the approval chain.
Be aware of the ongoing status of your request to ensure timely action.*

- Select **Learning** from the main menu on the home page
- Select **External Training Requests** from the submenu
- Locate the **Request ID** of the training request to view the status

Request, Authorization, Agreement & Certification of Training

Below is a list of all of your SF-182 Requests. Click the Request ID for more information about the request. Click **Copy Request** or **Withdraw Request** button and click **Go to Copy** or **Withdraw** from an SF-182 Request. Click the **New Request** button to initiate a new request.

External Training Requests			Viewing Options: All requests
Request ID	Title	Status	Pending Approval Actions
42536	Win Friends and Influence People	Submitted	Pending Initial Approval

Copy Request
Withdraw Request



Withdrawing a SF-182

If necessary, you can withdraw your completed or submitted SF-182.

1. Click the **Withdraw Request** button to withdraw a SF-182

Request, Authorization, Agreement & Certification of Training

Below is a list of all of your SF-182 Requests. Click the Request ID for more information about the request. Click **Copy Request** or **Withdraw Request** button and click **Go to Copy** or **Withdraw** from an SF-182 Request. Click the **New Request** button to initiate a new request.

External Training Requests Viewing Options: All requests

Request ID	Title	Status	Pending Approval Actions
42536	Win Friends and Influence People	Submitted	Pending Initial Approval

[Copy Request](#)
[Withdraw Request](#)

- After request is withdrawn, user can
 - Copy this request and create a new SF-182

Copying a Submitted SF-182

If you want to use information from a previously submitted SF-182, you don't need to re-enter all the information again.

1. Click the **Copy Request** button to create a new SF-182
2. Make changes to your new request
3. Submit your new SF-182 request as usual

Request, Authorization, Agreement & Certification of Training

Below is a list of all of your SF-182 Requests. Click the Request ID for more information about the request. Click **Copy Request** or **Withdraw Request** button and click **Go to Copy** or **Withdraw** from an SF-182 Request. Click the **New Request** button to initiate a new request.

External Training Requests				Viewing Options: All requests
Request ID	Title	Status	Pending Approval Actions	
42536	Win Friends and Influence People	Submitted	Pending Initial Approval	Copy Request Withdraw Request

5. Attend Training and Complete the Verification

- When the training date passes, you will receive a notification to complete the mandatory SATERN online verification
- Verification in SATERN follows a one-step approval process. After you submit the verification form it goes to the NSSC for approval
- For academic courses, you will also be required to submit a grade report to your Center Training Office

After you have attended training, please complete the verification to receive credit for the Course on your Training History

Complete the Verification

- To complete the verification:
 1. On the Main Menu Select **Learning** then **External Training Requests**
 2. Click **Verify**

Request, Authorization, Agreement & Certification of Training

Below is a list of all of your SF-182 Request. Click the Request ID for more information about the request. Click **Copy Request** or **Withdraw Request** button and click **Go** to Copy or Withdraw from an SF-182 Request. Click the **New Request** button to initiate a new request.

SF-182 Requests Viewing Options: All requests

Request ID	Title	Status	Pending Approval Actions	Action
81	Training Request	Approved	Pending Verification	Copy Request Verify
61	Training Request	Approved	Pending Verification	Copy Request Verify
41	Course 1	Submitted	Pending Supervisor	Copy Request Withdraw Request

[New Request](#)

Complete the Verification (cont'd)

3. Complete the appropriate fields on the verification form
4. Click **Submit**


REQUEST, AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING	
<p>* V.1. Course Was Completed</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No </p> <p>V.2. Comments/Explanation</p> <p>I successfully completed this course.</p>	
<p>V.3. Actual Course Dates (MonthDayYear) (MM/DD/YYYY)</p>	<p>V.5. Academic Score</p>
<p>V.6. All sessions were attended</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No </p> <p>V.7. Comments/Explanation</p>	

Submit

Complete the Verification (cont'd)

The **Approval Submission** screen will display

Approval Submission



Submit for Approval

[← Back](#)

The item/request selected requires approval using the steps listed below.

Any step that do not have a user listed must have a name filled in before the request can be submitted.


Approval Step	Approvers
Initial Approver	Supervisor Level 1 (Show All)

Submit

5. Click **Submit**

The **Verification** screen displays indicating submission is complete

Request, Authorization, Agreement & Certification of Training



Verification

You have Successfully verified that you have attended the External Learning Course. Your verification has now been submitted to the specified verifiers for their verification.

Please check the external learning request list for the verification status.

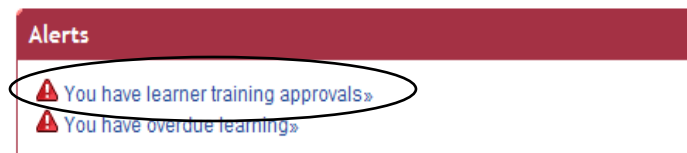
Course Title: Training Request

Overview: Five Steps of the External Training Process

Step	Action in SATERN
1. Access the Form	Log into SATERN, select Learning, select External Training Requests, click NEW.
2. Complete the Form	Fill out the SF-182 which is displayed on the screen. Click SUBMIT.
3. Verify the Approver	Click SHOW ALL to verify your Supervisor. Click SUBMIT.
4. Check your Status	Return frequently and click the REQUEST ID to view each step in the approval chain.
5. Attend Training	Remember, you must complete the verification in order to receive credit for the course.

External Training Approvals

- Supervisors Approve or Deny their Subordinate's ETR in the same way as Internal Training. An **Alert** is shown on your Home Page:



- Supervisors can click on the **Title** to view the SF-182, make any necessary edits and/or print the form

Performance Management (0) Training (1)

Training

Internal Training (0)

☒ All ☐ Direct Reports Only

No items were found using this search criteria.

External Training (1)

☒ Enter Reasons for Approvals or Denials ☒ All ☐ Direct Reports Only **Next**

Received By Approver	Tracking Request ID	Org ID	User Name	Learner Name	Title	Price	Request Status	
10/13/2009	42536	HQ-LE000		Win Friends	58.00	Submitted	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip	

[Approve All/Deny All]

External Training Approvals


Supervisors can print the form for their records and edit their Subordinate's request if needed.

- Clicking on the **Title** brings up your Subordinate's actual SF-182. Click the appropriate button for the action you wish to take.

Request Status: Submitted

External Learning Request Details

▼ View Actual Request

 [Printable Version](#) [Edit this Request](#)

AUTHORIZATION, AGREEMENT & CERTIFICATION OF TRAINING

A. Agency Code, agency sub element and submitting office number	B. Request Status / Record Action
	Add

External Training Approvals

- After the Supervisor approves his or her Subordinate's Request, the Approval Process continues automatically with the rest of the steps in the chain.
- Although not required, any approval/disapproval reason typed in the Approval Reason field will appear in the User's notifications.

Pending Reviews and Approvals

Approve or Deny → [Approval Reasons](#)

Enter a reason for approving your employee's training request below.

Previous Next

Approval Reasons	
Learner Name and Schedule	Approval Reason (optional)
Win Friends and Influence People	

*Remember to check your **Status** to view the **Pending Approval Actions** on the **External Training Requests** page.*

Summary: External Training Requests

- The SF-182 must be completed to attend External Training Events
- Go to SATERN (<https://satern.nasa.gov>) to request, complete, and track your External Training Requests
- The **External Training Quick Reference Guide** can be found at <https://saterninfo.nasa.gov>
- Support for SATERN is available via the NSSC Contact Center: 1-877-NSSC-123 (1-877-677-2123), and through the Center Training Office
- As a reminder, a web-based tutorial on SATERN functionality is also available at <https://saterninfo.nasa.gov>

Questions?



<https://saterninfo.nasa.gov>